**SAMPLE EMAIL REQUEST FOR A MEETING WITH HILL STAFFER**

**Feel free to edit**

* + Senate Staff = firstname**\_**lastname@senatorslastname.senate.gov -- *i.e.*, tom**\_**jones@smith.senate.gov (staffer Tom Jones working for Senator Smith)
  + House Staff = stafferfirstname**.**stafferlastname@mail.house.gov -- *i.e.,* for staffer Tom Jones:tom**.**jones@mail.house.gov.

**REMEMBER TO ATTACH RECEPTION INVITATION**

Subject: Request to meet about [STATE's] children with special health care needs and Family-to-Family Health Information Center

Hello --

I am the parent of a child with special health care needs [*be specific if you wish*] in [STATE, or if applicable, the Member’s district].

I will be in Washington for the Family Voices conference from May 8-10, and **I am hoping I might be able to meet with you to discuss the federally funded Family-to-Family Health Information Center (F2F) in our state and how it helps children with special health care needs and their families.** It is a state-wide, information and referral center through which people from families of children with special health care needs (e.g., disabilities or chronic illnesses) help other such families in navigating the health system. *[Explain your relationship to your state’s F2F HIC – director, employee, volunteer, past client]*

**I am available on [DAYS/DATES/TIMES]. If you could possibly meet with me during one of those times, I would greatly appreciate it.**

Whether you are available for a meeting or not, **I would like to invite you to attend a Capitol Hill reception on Thursday, May 9,** from **5:30 to 7:30,** in Room 902 of the Hart Senate Office Building. (Please see the attached the invitation, and if you could also pass this along to the [SENATOR’S/REPRESENTATIVE’S] scheduler, I would greatly appreciate it.)

I look forward to hearing about your availability to meet and if you will be able to attend the reception.

Many thanks,

**REMEMBER TO ATTACH RECEPTION INVITATION**

*(4/15/19)*

*c:\users\owner\documents\3 family voices\01 dc fv meetings\dc meeting 2017\hill-visit materials\sample email to send to hill staff to request a meeting april 2019.docx*